



SUPREME COURT OF MISSOURI
OFFICE OF STATE COURTS ADMINISTRATOR

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Inventory Officer

The Office of State Courts Administrator has a professional level position to assist with coordination of inventory operations in the Information Technology Division. Duties include improving and coordinating internal and external inventory recordkeeping, preparing inventory reports and developing and conducting annual physical inventory. Duties also include receipt and inventory of hardware, software, and supplies. Must be able to lift 50 pounds multiple times. A valid driver's license is required.

Minimum qualifications: Bachelor's degree in accounting, business or public administration, and three years of professional experience in inventory, accounting or closely related fiscal management activities. Related work experience may be substituted on a year-for-year basis for the educational requirement.

Starting salary is \$39,324. Application form and copy of official transcript are both required. Application form can be found at <http://www.courts.mo.gov/page.asp?id=620> or request by sending e-mail to oscahr@courts.mo.gov or by calling (573) 751-4377. Please submit application and transcript no later than October 4, 2006, to Human Resources Office, P.O. Box 104480, Jefferson City, MO 65110. EOE